



Baltimore Regional Housing Partnership

Request for Proposals Pre-construction and Construction Services

Issue Date: 09/08/2021

Proposal Due Date: 09/20/2021

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I. INTRODUCTION

The Baltimore Regional Housing Partnership, Inc. (BRHP) is a private nonprofit organization committed to opening pathways to a better future for low-income families in Baltimore City. As Regional Administrator of the Baltimore Housing Mobility Program (Program) since 2013, BRHP has supported thousands of families in finding housing in high opportunity areas throughout the Baltimore region. Uniquely, BRHP is one of the few agencies who administer the Housing Choice Voucher Program on a regional scale and provide housing mobility counseling services to families. The program currently provides over 4,000 families access to housing, educational, and employment in high opportunity areas.

BRHP is seeking the services of a Construction Management (CM) firm qualified to provide Pre-Construction and Construction phase services for the renovation BRHP. Concurrent with the CM firm, we have an ongoing Space Planning Project that is exploring the vision for BRHP to better serve our staff and clients. The CM team will work directly with our Space Planner as well as coordinate with our Procurement Department. Additional interior modifications and renovations will be required to replace the spaces demolished to allow for the new space plans.

II. PROJECT DESCRIPTION

BRHP is seeking proposals in response to this RFP from qualified firms or individuals to provide a full range of construction services.

BRHP's offices are located in downtown Baltimore at 20 South Charles Street, Suite 801. The current lease agreement covers approximately 12,000 square feet and expires in April of 2022. BRHP maintains a staff of approximately 50 employees. These services are needed to assist BRHP in identifying the best course of action for housing the BRHP offices at the expiration of the current lease agreement, whether remaining at the current space or relocating to a new space. The targeted interior renovation space will renovate and reconfigure up to 11,000 SF (Please see attached Existing floor plan).

The purpose of this Request for Proposals (RFP) is to select the most qualified vendors who should have at a minimum, qualifications and experience necessary to perform the scope of work as described herein, and shall be able to provide the services described in this RFP within the time frame required by BRHP.

BRHP strongly encourages locally owned, minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit a proposal, in response to this RFP.

III. PRE-CONSTRUCTION PHASE AND CONSTRUCTION PHASE

- During the Pre-construction Phase, the CM will provide estimating, value engineering, constructability, site logistics, scheduling, owner engagement, and bidding services as is required to complete the project. The Owner will be provided with Guaranteed Maximum Price and final project schedule.
- During the Construction Phase, all efforts inclusive of but not limited to demolition and required construction (trade) will be the responsibility of the CM.

IV. RFP SCHEDULE AND SUBMISSION REQUIREMENTS.

A. RFP Schedule.

Activity	Date
Issue RFP	09/08/2021
Questions Due	09/15/2021
Answers to Questions Posted	09/17/2021
Proposals Due	09/20/2021
Anticipated Award Date	11/01/2021

B. Closing Submission Date. Proposals must be submitted by electronic copy as specified in paragraph D below **no later than 5:00 PM EDT on September 20, 2021.** Proposals received after the deadline will not be accepted. It is neither BRHP's responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror's responsibility to assure that a proposal is received.

C. Inquiries. Any requests for additional information, clarification or questions regarding this RFP may be sent via e-mail to Blaine Getachew at bgetachew@brhp.org. **All such communications must be received by 9:00 AM EDT by September 15, 2021.** All questions, as well as responses, will be posted on a rolling basis in the Request for Proposals section of BRHP's website.

D. Instructions to Offerors. All Offerors shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read "RFP, Pre-construction and Construction Services" to Blaine Getachew at bgetachew@brhp.org.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the proposal. Failure to comply with this request will result in disqualification of the proposal.

V. EVALUATION CRITERIA AND PROCEDURE.

A. Evaluation Criteria. BRHP’s Pre-construction and Construction Services RFP Committee will evaluate all proposals received based upon the following factors with corresponding ranking points:

Evaluation Factor	Maximum Rating Points
Company Information and Past Experience	15%
Fee Proposal	35%
Service Description/Sample Materials	25%
Credentials/References	25%

B. Evaluation Procedure.

1. Review Process. The final selection will be made by BRHP after the selection interview. During the 45-minute interview, the candidate firm should be prepared to communicate
 - How the firm provides Pre-construction services
 - How the firm approaches developing a Guaranteed Maximum Price
 - How the firm approaches project management to projects of this scale
 - A general introduction to their firm and the team

The interview will be informal conversation format and not a presentation/question format. Each invited firm should include key members of the proposed team available to meet with the Owner’s team at the interview. The key members at the interview should include the Project Superintendent.

BRHP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.

2. Notification of Award. It is expected that a decision selecting the successful firm will be made by November 01, 2021. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be notified of BRHP’s final decision awarding the contract.

VI. CONDITIONS OF PROPOSAL

A. Right to Reject. BRHP reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all Offerors

and further reserves the right to select the proposal which furthers the best interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

- B. Contract Ethics.** No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affects his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not accept any client or project that places it in a conflict of interest with its representation of BRHP. If such a conflict is subsequently discovered, BRHP shall be promptly notified.

- C. Minority-Owned Businesses.** BRHP strongly encourages small, locally-owned, minority-owned, women-owned, socially and economically disadvantaged and service-disabled veteran-owned businesses to submit a proposal, in response to this RFP. Efforts will be made by BRHP to utilize these types of businesses.
- D. Consent.** By submitting a proposal to BRHP, Offeror consents to the Scope of Work and general requirements of this RFP noted herein. Exceptions desired must be clearly noted in the submitted proposal.
- E. Assignment.** Offeror shall not assign, sublet or transfer its interest, obligations or rights in any contract entered into with BRHP without BRHP's prior written consent.
- F. Retention Policy.** All submitted proposals become the sole and exclusive property of BRHP.
- G. Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- H. Expenses.** BRHP shall not be liable for any expenses, including travel expenses, related to the preparation of the proposal and contract negotiation process.

- I. **Media.** Written consent from BRHP must be obtained for any media releases or any other public disclosure regarding an award of the contract by BRHP and any work resulting from that award.

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